



National Aeronautics and Space
Administration
Goddard Space Flight Center

NO.	05-15
DATE	10/29/04
DISTRIBUTION	
GREENBELT ONLY	*
WALLOPS ONLY	*
GSFC	AA
CONTRACTORS	**

ANNOUNCEMENT

SUBJECT: Prohibition of Sexual Harassment in the Workplace

Discrimination on the basis of color, race, religion, sex, national origin, age, or disability is unlawful, and, therefore, unacceptable. Sexual harassment is a form of discrimination and will not be tolerated. Specifically, the Equal Employment Opportunity Commission (EEOC) states:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when

- (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,*
- (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or*
- (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.*

Key elements in this definition are *unwelcome* and *of a sexual nature*. To protect the mutual interests of the Center and its employees, the following guidelines must be followed:

- Goddard employees are prohibited from abusing their positions by suggesting that a subordinate do any personal favor in order to remain in their good standing. This clearly prohibits unwelcome sexual advances by any supervisor towards any employee; and
- Each individual should take responsibility for maintaining a work atmosphere in which employees do not engage in conduct which is offensive to co-workers.

PLEASE POST AND CIRCULATE THIS ANNOUNCEMENT

DISTRIBUTION CODES:

A (Civil Service) – GSFC Employees

B (Civil Service) – GSFC Section Level and Above

*C (Civil Service) – GSFC Branch Level and Above

*D (Civil Service) – GSFC Division Level and Above

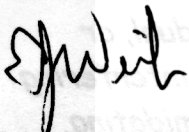
**A (Contractor) – Contractor and Other Employees

**B (Contractor) – Contractor and Other Offices

An offensive or hostile environment can be created by unwelcome verbal, non-verbal, and physical behavior of a sexual nature. Examples include unwelcome suggestive remarks, sexual insults, innuendos, jokes and humor about sex or gender specific traits; sexual propositions; unwelcome suggestive or insulting sounds, leering or ogling, whistling, obscene gestures, and obscene graphic materials; unwelcome cornering, touching, pinching, brushing the body, and actual or attempted rape or assault.

If you feel you have experienced or witnessed an incident of sexual harassment, report it immediately, before it becomes severe or pervasive, so that it can be stopped. The Center will treat all incidents of harassment as serious misconduct and will handle them in accordance with established standards of employee discipline. Retaliatory action against an employee who charges sexual harassment is also illegal and will not be tolerated.

If you need assistance in addressing a sexual harassment situation in your organization, please call the Equal Opportunity Programs Office (x6-7348). Every effort will be made to ensure confidentiality in the investigation of allegations of sexual harassment.



Edward J. Weiler
Director